

SCOTT COUNTY LIBRARY

USING THE LIBRARY POLICY

GETTING A LIBRARY CARD

Anyone who lives in or owns property in Scott County* is eligible for a free Scott County library card. Applications are available at each Scott County Library branch. To receive a card, an applicant must provide a photo ID and address verification.

- Minnesota residents not residing in Scott County may register their regional public library issued card for use at Scott County Library.
- Residents of Anoka, Carver, Dakota, Hennepin, Ramsey, and Washington counties (excluding Lake Elmo residents) and residents of St. Paul may apply at any Scott County library for a card which will be issued by their county or city library.
- Non-residents may purchase a full-access Scott County library card for an annual fee.

*LeSueur County residents who live within the city limits of New Prague are eligible for a Scott County library card.

Other Types of Cards

- *Welcome*: for customers who do not meet ID requirements; may have up to two physical items checked out at a time; card expires after one year.
- *Youth Welcome*: for customers under the age of 18 who do not meet ID requirements; may have up to two physical items checked out at a time; no overdue fees, but lost/damaged charges still apply; access to electronic resources; card expires after one year.
- *Business/Educator Online Access*: for customers who work or teach in Scott County; access to electronic resources only; card expires after five years.
- *Homebound*: for customers residing in Scott County who cannot visit the library independently; access to all circulating materials and electronic resources; no overdue fees, but lost/damaged charges still apply; card expires after five years.
- *Non-Resident*: for non-Minnesota residents or Minnesota residents whose library is not a member of a regional library system; fee-based access to all materials and services; card expires after one year.

Lost or Stolen Cards

If you have lost your library card or believe it has been stolen, please contact the library immediately to report it.

Customers receive up to two free replacement cards per calendar year. A replacement fee of \$1.00 is charged for each additional replacement within the same calendar year.

BORROWING GUIDELINES

Loan Periods

- Books: 3 weeks
- Magazines: 3 weeks
- Audiobooks: 3 weeks
- Music: 3 weeks
- DVDs: 1 week

Borrowing Limits

- Customers can have up to ten items checked out at a given time from each of Scott County Library's digital providers: 3M, Overdrive, and OneClickdigital.

Renewals

- Items owned by Scott County Library can be renewed up to five times.
- Items requested by another customer cannot be renewed.
- Items borrowed from other library systems cannot be renewed.

Charges for Overdue Materials

- Adult Fiction, all Nonfiction, DVDs, Magazines, Audiobooks and Music: 30 cents per day
- Children's and YA Materials: 10 cents per day
- eBooks, eAudiobooks, and eMagazines: no fines
- Customers with more than \$10 in charges on their account are limited to in-library services.

Holds

- Customers can request items online, by phone, or in person.

Damaged or Lost Items

- Each customer is responsible for all materials checked out on his or her library card.
- Damage to materials that is beyond normal wear and tear is the responsibility of the cardholder. Scott County Library will determine the amount of repair or replacement charges on a per-item basis.
- An item is considered lost when it has not been returned within six weeks of the due date or when a customer informs the library that an item has been lost.
- Scott County Library is not responsible for damage to equipment or hardware incurred during playback of any material.

Interlibrary Loan

- For registered customers of the Scott County Library, the library may be able to acquire specialized or out-of-print titles from another library system via Interlibrary Loan. Customers may be subject to the loan conditions of the lending institution.
- Scott County Library does not charge for the service, but lending institutions may charge a fee which will be passed on to the customer.